

Seeking Interested Professionals to Serve as Subject Matter Experts for the Private Patrol Operator Occupational Analysis

The Bureau is pleased to announce the commencement of the Occupational Analysis (OA) for Private Patrol Operators (PPO). The Bureau is seeking qualified managers of licensed PPO companies to review information related to operating a PPO company in the State of California.

This OA is intended to identify the tasks performed in the PPO industry and the knowledge required to practice as a licensed PPO in California. The results of the OA form the basis of the licensing examination, helping to ensure the examinations are job-related. The last OA was performed in fiscal year 2003-2004.

The OA begins with interviews of licensees to gather information about the day to day operations of conducting business as a PPO such as tasks performed and knowledge required to perform those tasks. Next, workshops are conducted to review and refine the information obtained during the interviews and to incorporate the information into a survey. The survey will ask licensees throughout the state to rate each task and knowledge area as they apply to their own day to day operations. Additional workshops will be conducted to review the results of the survey and to determine critical factors.

Telephone interviews and workshops are conducted by Test Validation and Development Specialists from the Department of Consumer Affairs' Office of Professional Examination Services and Bureau staff. Workshops will be conducted with a group of 5-10 licensees from 8:00 a.m. to 5:00 p.m. in a two (2) day workshop. The workshop dates will be scheduled for January 2012; exact dates will be confirmed as we near the end of the year. Workshop participants are required to enter into a contract with the Bureau if they wish to be compensated and reimbursed for travel expenses.

The following criteria must be met to be considered a Subject Matter Expert:

- Possess a current and valid California Qualified Manager PPO license.
- Have no pending disciplinary actions against your PPO license.
- You **cannot** be a current member of the Bureau's Advisory Committee.
- Agree to enter into a contract with the Bureau in order to be paid the per diem rate and for reimbursement of travel expenses. However, if you do not wish to be paid or reimbursed there is no need to enter a contract with BSIS.
- You must later complete a conflict of interest form, examination security agreement and contract form.

If you are interested in being considered for the telephone interviews or workshops for the OA, please submit a request and resume to:

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